

# REPORTING REQUIREMENTS

**Explanation:** Two types of written reports are required each year of your project: (a) Mid-Year Progress Report; and (b) End-of-Year Progress Report. Each report provides information about the status of the project.

Copies of reports should be submitted to the Program Finance Unit at the following address:

Michigan Department of Education  
Office of Special Education & Early  
Intervention Services  
Program Finance Unit  
PO Box 30008  
Lansing, MI 48909

## MID-YEAR PROGRESS REPORT

- Required documents necessary to complete this report:
  - Updated Forms B, C, and D from Part 6 of the grant application
  - Report Narrative (Form E)
  - Updated Project Timeline
  - Budget of Current Expenditures
- Due Date: April 30

## END-OF-YEAR PROGRESS REPORT

- Required documents necessary to complete this report:
  - Updated Forms B, C, and D from Part 6 of the grant application
  - Report Narrative (Form F)
  - Complete Project Timeline
  - Budget of Total Expenditures
- Due Date: November 30
- Complete the DS-4044 by November 30

## MID-YEAR PROGRESS REPORT

Directions to complete the Mid-Year Progress Report:

- Step I: Refer to your current Action Plan (Form B). Complete the "Status of Activities/Outputs" column. This column identifies which activities and outputs have been completed and/or changed.
- Step II: Refer to your current Process Evaluation Plan (Form C). Complete the "Actual Products/Outputs Results" column.
- Step III: Refer to your current Impact Evaluation Plan (Form D). Complete the "Actual Outcomes Results" column.
- Step IV: Complete the mid-year report narrative (see Form E). Make sure to address all questions and provide a rationale for any modifications made to the current evaluation plans.
- Step V: Complete a budget that shows current expenditures to date.
- Step VI: Send the revised Action Plan, Process Evaluation Plan and the Impact Evaluation Plan, the written narrative, the updated project timeline and the budget to the address listed on page one by April 30.

## END-OF-YEAR PROGRESS REPORT

Directions to complete the End-of-Year Progress Report:

- Step I: Refer to your current Action Plan (Form B). Complete the "Status of Activity/Outputs" column. This column identifies which activities and outputs have been completed and/or changed.
- Step II: Refer to your current Process Evaluation Plan (Form C). Complete the "Actual Products/Outputs Results" column.
- Step III: Refer to your current Impact Evaluation Plan (Form D). Complete the "Actual Outcomes Results" column.
- Step IV: Complete the end of year narrative (see Form F).  
Make sure to address all questions and provide a rationale for any modifications made to the current evaluation plans.
- Step V: Complete the final budget.
- Step VI: Send the revised Action Plan, Process Evaluation Plan and the Impact Evaluation Plan, the written narrative, the completed project timeline and the final budget to the address listed on page one by November 30.
- Step VII: Complete the DS-4044 by November 30.

## Form E: MID-YEAR REPORT NARRATIVE

Due April 30

When responding to the questions below, please be specific. Whenever possible, reference (a) information provided on Forms B, C and D, and (b) data collected that supports the responses.

1. Describe how modifications made to key activities in the current Action Plan will support specific project outcomes.
2. What additional project alterations will be made between now and the end of the grant year in response to the current results, and why?
3. What challenges is your project facing?
4. How might MDE/OSE-EIS support you in meeting your project outcomes?

## Form F: END-OF-YEAR REPORT NARRATIVE

Due November 30

When responding to the questions below, please be specific. Whenever possible, reference (a) information provided on Forms B, C, and D, and (b) data collected that supports the responses.

1. Describe how modifications made to key activities in the current Action Plan since the mid-year progress report will support specific project outcomes.
2. What challenges is your project facing?
3. How might MDE/OSE-EIS support you in meeting your project outcomes?